

**EMPLOYEE INFORMATION ON TAPES**  
(<http://intranet.lrp.usace.army.mil/hr/cpac.htm>)

- Check your job description to ensure that it accurately describes your duties. If it does not, bring this to the attention of your supervisor.
- Standards/Objectives should be job related.
- The initial counseling session should be within 30 days of the beginning of the rating cycle.
- You must be on standards at LEAST 120 days to be rated (even for special ratings).
- Standards are not considered "in effect" until the senior rater has signed/initialed the form.
- Standards should be clearly written so that the employee understands what work is needed to be done. Whenever possible, the standards should be written to show what is needed to meet the standard, and what the employee can do to exceed the standard.
- Senior system - if there are a number of small, related tasks they can be grouped under one heading.
- The mid-point counseling should be approximately six months after the beginning of the rating cycle.
- Standards can be changed during the rating cycle without having to restart the whole process. The Evaluation Report (either DA Form 7222-1 or 7223-1) is considered a "working document" and can be changed to meet changed organizational circumstances. However, any changes to the standards/objectives should be documented on the appropriate form.
- The end of the rating period evaluation should be completed, have the counseling session with the employee and documentation submitted to the CPAC within 45 days of the end of the rating cycle.
- The employee should receive the original copy of the appraisal.

- **New Rule for a Level 1 rating:**

Base System Non-Supervisor: Excellence in 3 or more in the non-supervisory responsibilities and success in the remaining.

Base System Supervisor: Excellence in 4 or more of the responsibilities—at least one of which must be either Supervision/Leadership or EEO/AA and success in the remainder.

Senior System Non-Supervisor: Have Excellence ratings in 75% or more of the objectives and Success in the remaining.

Senior System Supervisor: Have Excellence ratings in 75% or more of ALL the objectives - which must include Excellence ratings for either Organizational Management/ Leadership objective or EEO/AA Objective and Success in the remaining objectives.

- **New Rule for a Level 2 rating:**

Base System Non-Supervisor: Excellence in 1 or 2 of the non-supervisory responsibilities and success in the remaining.

Base System Supervisor: Excellence in 2 or 3 of the responsibilities— one of which must be either Supervision/Leadership or EEO/AA and success in the remainder.

Senior System Non-Supervisor: Have Excellence ratings in 25-74% of the objectives and Success in the remaining.

Senior System Supervisor: Have Excellence ratings in 25-74% or more of ALL the objectives - which must include Excellence ratings for either Organizational Management/ Leadership objective or EEO/AA Objective and Success in the remaining objectives.